



**Federal Fish and Wildlife License/Permit Application Form**

**Return to:**

Division of Management Authority  
U.S. Fish and Wildlife Service  
4401 N. Fairfax Drive, Room 700  
Arlington, VA 22203  
1-800-358-2104 or 703-358-2104

**Type of Activity:**

Import of Sport-Hunted Polar Bear Trophies

<b>A. Complete if applying as an individual</b>					
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix
1.e. Doing business as (dba):		2.a. Street Address (line 1):		2.b. Street Address (line 2):	
2.c. Street address (line 3):		3.a. City:	3.b. County:	3.c. Province:	3.d. State:
3.e. Zip code or postal code:	3.f. Country (only for non-commercial):		4. Date of birth (mm/dd/yyyy):	5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this license or permit:			
8. Home telephone number:	9. Work telephone number:	10. Fax number:		11. E-mail address:	

<b>B. Complete if applying as a business, corporation, public agency or institution</b>					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Street address (line 1):		3.b. Street address (line 2):		3.c. Street address (line 3):	
4.a. City:		4.b. County:		4.c. State:	4.d. Zip code:
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution:			
7. Home telephone number:	8. Work telephone number:	9. Fax number:		10. E-mail address:	

<b>C. All applicants complete</b>	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? Yes      If yes, list the number of the most recent license or permit you hold:      No	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? Yes      If yes, provide a copy of the license or permit.      No      Not Required	
3. Attachments: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
4. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
5. <b>Certification:</b> I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I further certify that the information submitted in this application for a license or permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	7. Date (mm/dd/yyyy):

#### D. IMPORT OF SPORT-HUNTED POLAR BEAR TROPHIES

If you **inherited** the polar bear trophy, provide documents to show that you are the legal heir of the person who personally hunted the polar bear. *Respond to the questions as if you hunted the bear.*

1. ENTER the date you sport hunted the polar bear (MM/YY): \_\_\_\_\_
2. ENTER the current location of your trophy (address and country): \_\_\_\_\_
3. ENTER an "X" in the box that applies. Population Name:  

Southern Beaufort Sea	Northern Beaufort Sea	McClintock Channel
Viscount Melville Sound	Western Hudson Bay	Lancaster Sound
Norwegian Bay	Other (ENTER name): _____	
4. ENTER the name of the community nearest the location you hunted the polar bear: \_\_\_\_\_
5. Enter an "X" in the box that applies. The polar bear is:    Male    ☐ Female    ☐ Unknown sex
6. ENTER an "X" next to all parts of the polar bear you plan to import and ENTER number and size when appropriate:  

Skull	Baculum/oosik	Claws (how many? ____)
Finished rug with claws, approximate size: _____		
<input type="checkbox"/> Full mount with claws, approximate size: _____		
Raw or Tanned Hide with claws, approximate size: _____		
<input type="checkbox"/> Other: _____		
7. ENTER the name and address of the person (i.e., taxidermist/tannery) in the United States receiving the polar bear trophy if other than you.  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Country: \_\_\_\_\_
8. ENTER the U.S. port through which the import will occur. Import must be through a designated port for wildlife (see enclosed list). **For full mount trophies ONLY:** You may apply for an exception to designated port permit by contacting the Regional Office of the Division of Law Enforcement (see enclosed list).

#### PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

9. Attach ONE of the following:
  - a. A copy of the NWT or Nunavut hunting license and tag number;
  - b. A copy of the NWT or Nunavut export permit;
  - c. A copy of the Canadian CITES export permit that identifies the polar bear by hunting license and tag number; or
  - d. A certification from the Government of Nunavut, Department of Sustainable Development, Wildlife Division, or the Government of the NWT, Department of Wildlife Resources, Wildlife and Economic Development that you or the decedent legally harvested the polar bear. The document must provide the tag number, location and date where the polar bear was sport hunted.
10. For a female bear, bear of unknown sex, or male bear that is less than 6 feet in length (from tip of nose to the base of the tail) that was **sport hunted after April 30, 1994 and before the 1996/97 NWT polar bear harvest season**, provide any available documentation to show the bear was not part of a family group when taken (i.e., certification from the NWT, etc.).
11. **CERTIFICATION:** *I certify that I or the decedent took the polar bear as a personal sport-hunted trophy; I will only use it for personal display purposes; and, for polar bears taken after April 30, 1994, the gall bladder and its contents were destroyed as well as that the bear was not a pregnant female, a female with dependent nursing cubs or a nursing bear (i.e., in a family group), in a den or constructing a den.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### POLAR BEAR SPORT-HUNTED TROPHY IMPORT PERMIT APPLICATION INSTRUCTIONS

The following instructions pertain to the standard License/Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service polar bear sport-hunted trophy import. Please read the General Permit Procedures (50 CFR 13) sent with this package.

- \* Complete all blocks/lines. Print clearly or type in the information. *A complete application prevents delays!*
- \* Sign the application *in ink* and send an *original* to the address on the top of the application. Faxed copies will not be accepted.
- \* Applications will be processed in the order they are received.
- \* Please plan ahead. Allow 60-90 days for your application to be processed. Notice of the receipt of your application will be published in the Federal Register for a 30-day public comment period as required by the Marine Mammal Protection Act.
- \* Trophy import permits are valid for one (1) year from the date of issuance.

Most of the application form is self-explanatory, but the following may provide further assistance for completing the form.

- Block A.        **"Complete if applying as an individual"** - Enter the complete name including middle name or initial of the responsible party who will be the permittee if a permit is issued. Include a daytime telephone number. Enter personal information that identifies the applicant. All blocks must be completed. If you are a taxidermist applying on behalf of a client, the personal information must pertain to the client. A notarized document stating power of attorney must be included with the application.
- Block C.1       **"Do you currently have or have you had any Federal Fish and Wildlife licenses or permits?"** - List the number of any FWS or CITES permits. If applying for a renewal, the original permit must be returned with this application.
- Block C.2       **"Have you obtained any required state or foreign government approval to conduct the activity you propose?"** - Contact the Canadian government to learn their requirements. Check "yes" and list the type of document required. *A CITES permit must be obtained from Canada prior to export.*
- Block C.3       **"Attachments"** - Consult the fact sheet or regulation. Provide any required additional information outlined on the supplemental page(s) of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. An incomplete or unclear application may cause delays in processing.
- Block C.4       **"Check or money order"** - A \$25 fee is required for processing each sport-hunted trophy application. Make the check or money order payable to the **U.S. Fish and Wildlife Service** and attach it to the application form.
- Block C.5       **"CERTIFICATION"** - **The individual applicant or person with power of attorney must sign and date** the application in ink. This signature binds that person to the statement of certification. This means that you certify that you read and understood the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.

- \* **Be sure to complete the second page of the application, which details your take of the polar bear in Canada.**

APPLICATION FOR A FEDERAL FISH AND WILDLIFE LICENSE/PERMIT  
Paperwork Reduction Act and the Privacy Act – Notices

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
  - (a) Bald Eagle Protection Act (16 U.S.C. 663a);
  - (b) Endangered Species Act of 1973 (16 U.S.C. 1539);
  - (c) Migratory Bird Treaty Act (16 U.S.C. 703-711);
  - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383);
  - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916);
  - (f) Lacey Act (18 U.S.C. 42 & 44);
  - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (TIAS 8249);
  - (h) Title 50, Part 10, of the Code of Federal Regulations;
  - (i) Title 50, Part 13, of the Code of Federal Regulations;
  - (j) Title 50, Part 14, of the Code of Federal Regulations;
  - (k) Title 50, Part 17, of the Code of Federal Regulations;
  - (l) Title 50, Part 21, of the Code of Federal Regulations;
  - (m) Title 50, Part 22, of the Code of Federal Regulations; and
  - (n) Title 50, Part 23, of the Code of Federal Regulations.
2. Information requested is this form is purely voluntary. However, submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the Federal Register as required by the two acts.
4. Routine use disclosures may also be made:
  - (a) To the U.S. Department of Justice when related to litigation or anticipated litigation;
  - (b) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license;
  - (c) From the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 1903; April 11, 1977);
  - (d) To subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advice relevant to issuance of the permit.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public burden for this information collection varies depending on the activity for which a permit is requested. The relevant burden for Import of Sport-Hunted Polar Bear Trophies is 30 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

**Freedom of Information Act – Notice**

For organizations, businesses, or individuals operating as a business (*i.e.*, permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

**APPLICATION PROCESSING FEE**

The fee to process an Import of Sport-Hunted Polar Bear Trophies application is \$25.00. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee applies to new permit applications, renewals, and amendments. The processing fee shall not be refunded if the permit is issued or denied, or if the application is abandoned. The fee schedule does not apply to any Federal, State, or local government agency or individual or institution under contract to such agency for the proposed activities. Until further notice, the fee will be waived for public institutions. As defined in 50 CFR 10.12 - "Public as used in referring to museums, zoological parks, and scientific or educational institutions, refers to such as are open to the general public and are either established, maintained, and operated as a governmental service or are privately endowed and organized but not operated for profit."